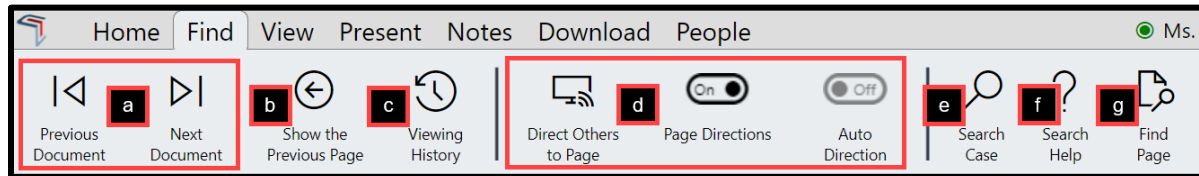


Digital Evidence

Noteworthy Features Available in Review Evidence Mode

1. Find Tab



a. Previous Document / Next Document

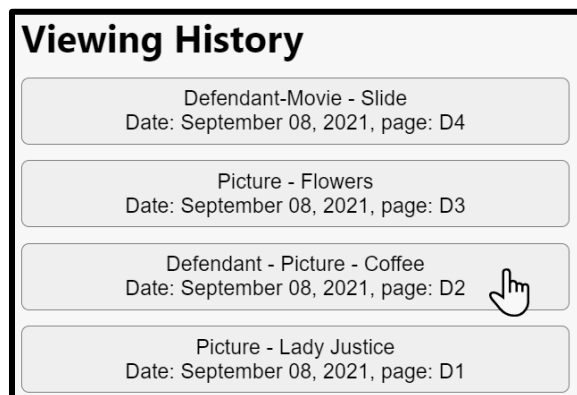
- i. Sequentially navigate from the **current exhibit to the previous/next exhibit** number within the exhibit list
- ii. *e.g., current exhibit being displayed is A3*
 - A. *Previous Document will display A2*
 - B. *Next Document will display A4*

b. Show the Previous Page

- i. Return to the **last exhibit and page that was displayed**
- ii. *e.g., current exhibit being displayed is A10 and the last exhibit displayed was A4; using this feature will re-display exhibit A4*

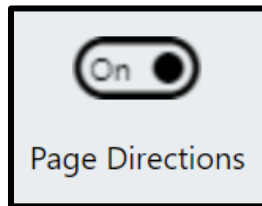
c. Viewing History

- i. Displays a list of **recently displayed exhibits**, to easily return to an exhibit
- ii. The most recently displayed exhibit appears at the top of the list
- iii. **Select the desired exhibit** from the list to return to an exhibit



d. **Direct Others to Page** (*Exhibit being Displayed in the Exhibit Viewing Pane*)

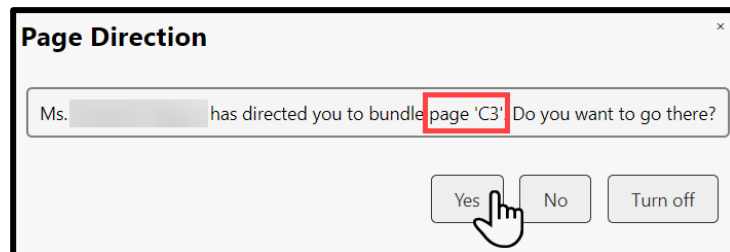
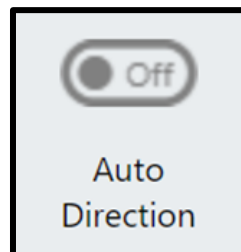
- i. This feature is useful when presenting by screen sharing through a separate application
- ii. When **multiple users are accessing a case in review evidence mode at the same time**, one user may direct the other user(s) to the specific exhibit and page being displayed in the directing-user's exhibit viewing pane, and the exhibit will be displayed in the viewing pane(s) of the receiving-user(s)
- iii. The **directing/receiving users** must be **accessing the same bundle**
- iv. To receive page directions, **the receiving user(s) must have Page Directions turned On**
Note: the Page Direction toggle switch's **default setting is On**



- v. The **Auto Direction** toggle switch will allow the specific exhibit being displayed in the directing-user's exhibit viewing pane to be **automatically displayed** in the viewing pane of the receiving-user

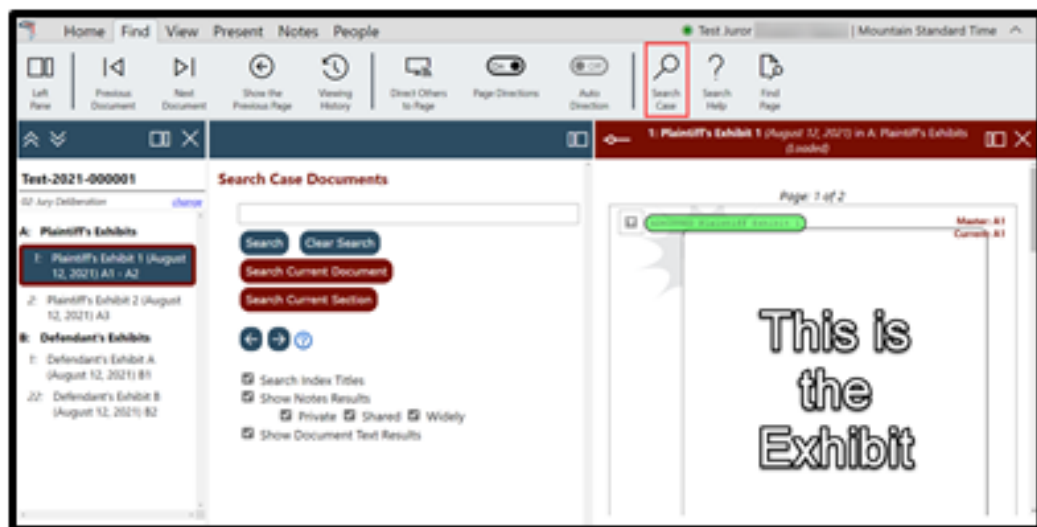
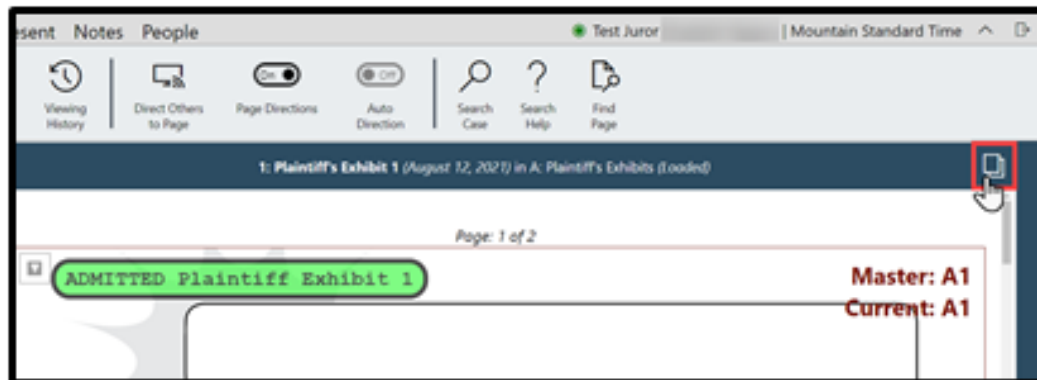
Note: to allow Auto Direction, **Page Directions must be On**

- A. The **Auto Direction** toggle switch's **default setting is Off**, and a **pop-up message** will appear before an exhibit is displayed in the exhibit viewing pane of the receiving-user

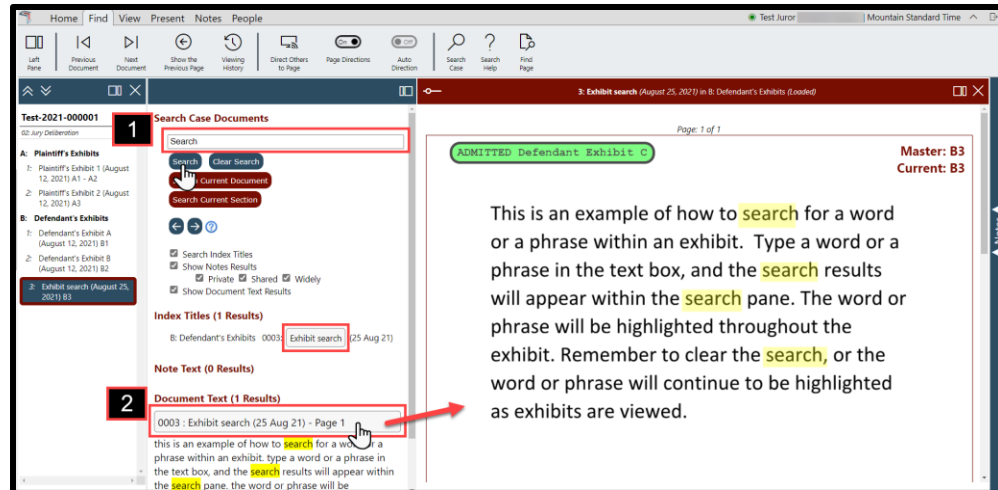


e. Search Case

- i. Allows all exhibits to be searched for a word or a phrase
- ii. The **dual pane feature** is recommended to be used when searching exhibits – selecting the icon in the upper right corner of the exhibit viewing pane will split the exhibit viewing pane into two screens – the search pane will appear on the left and the exhibit viewing pane will appear on the right (*the dual pane feature may also be used to view two exhibits at the same time*)



- iii. Perform a search by entering a word or phrase in the text box and selecting the Search button (#1 in screenshot below)
 - A. Search results will appear within the search pane under the title **Document Text**
 1. If the searched word/phrase is included in an **exhibit title** or within a **note** the user has access to, then search results will also appear under the relative title
 - B. Select a search result header/button to display the exhibit in the exhibit viewing pane, and any instances of the word/phrase will be highlighted (#2 in screenshot below)



C. **Select the Clear Search button** to stop the searching/highlighting of a word/phrase

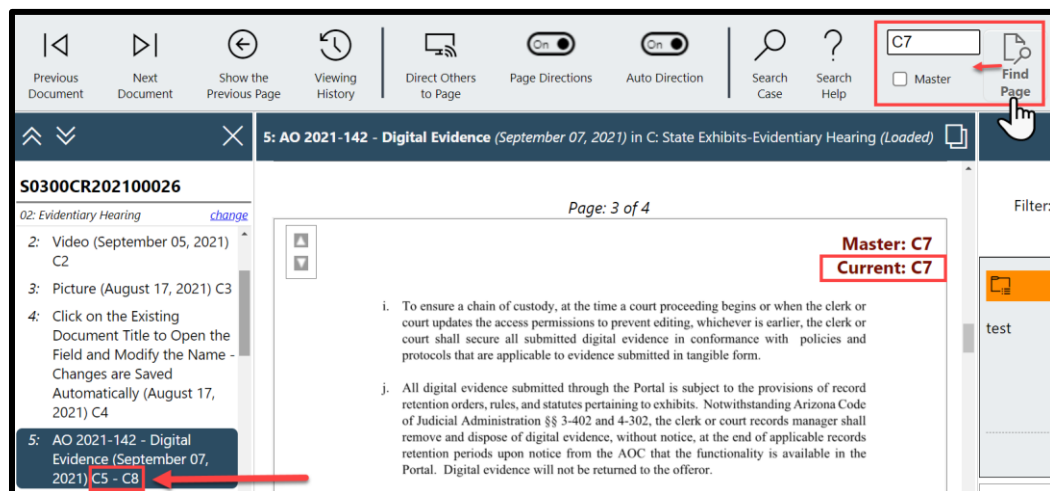
1. *Closing the search pane does NOT automatically clear a search*
2. *If the search is not cleared, then the word/phrase that was last searched will continue to be highlighted as exhibits are viewed*

f. **Search Help**

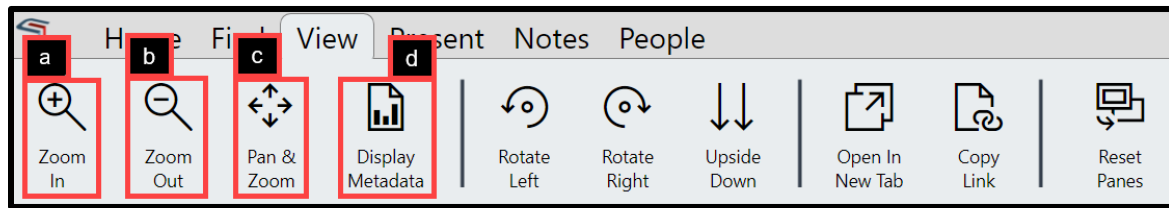
- i. Select **Search Help** to see [tips on how to enter search criteria](#)

g. **Find Page**

- i. A **search box appears** to the left of the Find Page icon > Enter the **Exhibit Page Number** (as paginated by the portal) > Select the **enter button on the keyboard** > *the specific page of the exhibit will appear in the exhibit viewing pane*



2. View Tab



- a. **Zoom In:** the exhibit displaying in the exhibit viewing pane will be zoomed in; use the **scroll bars to move** up/down and left/right
- b. **Zoom Out:** the exhibit displaying in the exhibit viewing pane will be zoomed out
- c. **Pan and Zoom:** use of this function is recommended for viewing pictures; the exhibit will open in a new window; **click, hold, and drag** to move the image around; **scroll the mouse wheel up/down** to zoom in/out
- d. **Display Metadata:** when an **exhibit is uploaded directly from the source where the exhibit was created**, (e.g., a photo taken on a cellphone is uploaded into the portal directly from that cell phone, or a word document created on a computer is uploaded into the portal directly from that computer), the **metadata will be visible to anyone with access to the case** in the portal
 - i. **Exceptions:** if the exhibit is **sealed** **or** if the exhibit is **restricted** **and** the court does not allow **restricted documents to display in the exhibit viewing pane**, then the metadata will NOT be visible to other user with access to the case in the portal
 - ii. *Two examples of metadata appear on the next page*

iPhone Picture

Metadata	
Orientation	RightTop
ResolutionUnit	Inch
Thumbnail	Aspose.Imaging.FileFormats.Jpeg.JpegImage
XResolution	72.00 (72/1)
YCbCrPositioning	Centered
YResolution	72.00 (72/1)
IsBigEndian	True
ColorSpace	SRgb
Contrast	Normal
CustomRendered	NormalProcess
ExposureMode	Auto
ExposureProgram	Notdefined
FileSource	Others
Flash	Noflash
GPSAltitudeRef	AboveSeaLevel
GainControl	None
LightSource	Unknown
MeteringMode	Unknown
PixelXDimension	4032
PixelYDimension	3024
Saturation	Normal
SceneCaptureType	Standard
SubjectDistanceRange	Unknown
WhiteBalance	Auto

Word Document

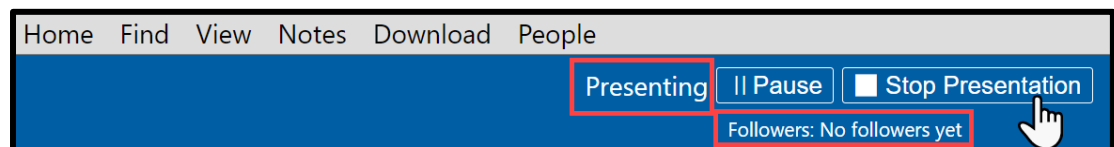
Metadata	
Author	Rapacz, Elisabeth
Bytes	11775
Characters	24
CharactersWithSpaces	27
Comments	
Category	
Company	
CreatedTime	9/23/2021 4:01:00 PM
HyperlinkBase	
Keywords	
LastPrinted	1/1/0001 12:00:00 AM
LastSavedBy	Rapacz, Elisabeth
LastSavedTime	9/23/2021 4:02:00 PM
Lines	1
LinksUpToDate	False
Manager	
NameOfApplication	Microsoft Office Word
Pages	1
Paragraphs	1
RevisionNumber	2
Security	None
Subject	
Template	Normal
Thumbnail	System.Byte[]
Title	
TotalEditingTime	1
ContentType	
ContentStatus	
Version	1048576
Words	4
HeadingPairs	System.Object[]
TitlesOfParts	System.String[]
Count	32

3. Present Tab



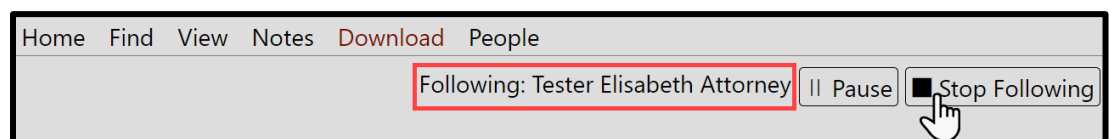
a. Start Presentation

- i. Select Start Presentation to **begin presentation mode**
Note: this feature is NOT needed when ONLY screen sharing
- ii. During presentation mode, the **exhibit** being displayed in the presenter's exhibit viewing pane is also **displayed in the exhibit viewing pane of the other user(s) following the presenter**
 - A. The **presenter** will NOT be displaying the exhibit list viewing pane
 - B. The **presenter** will NOT be displaying the notes viewing pane; however, the **Show Notes toggle switch** (Notes tab) **MUST be set to OFF**, to prevent any page notes or pen notes from being displayed
 - C. The **presenter's** exhibit viewing pane will have a **red border** during a presentation
 - D. While presenting, the Presentation tab is not visible until the presenter selects Stop Presentation within the ribbon that appears under the menu options

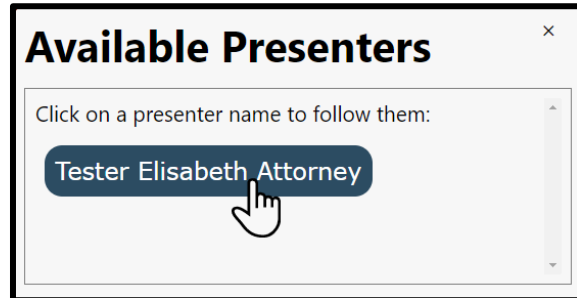


b. Follow Presenter and Auto Follow Toggle Switch

- i. Select **Follow Presenter** to have the exhibit being displayed in the presenter's exhibit viewing pane be displayed in the exhibit viewing pane of the follower
 - A. The **presenter/follower** must be **accessing the same bundle**
 - B. The **follower's** exhibit viewing pane will have a **blue border** during a presentation
 - C. While following a presenter, the Presentation tab is not visible until the follower selects Stop Following within the ribbon that appears under the menu options



- ii. Select the **Auto Follow Toggle Switch** to turn the auto follow function off/on
 - A. **When Auto Follow is Off (Recommended):** each time Follow Presenter is selected, the follower **must select the presenter's name** from a pop-up window
Note: the Auto Follow toggle switch's default setting is Off



- B. **When Auto Follow is On:** when a presenter stops presenting and another user begins presenting, the follower must **select Stop Following and re-select Follow Presenter**, and the last user that selected Start Presentation will be automatically followed

4. Notes Tab

- a. For detailed information about the features available on the Notes tab, see the **How to Add, Manage, and Download Notes** document available at:
<https://www.azcourts.gov/digitalevidence/Training>
 - i. Select the icon for Attorneys & Self-Represented or the Icon for Clerk and Court Staff